

Thomas O. Forslund, Director

Governor Matthew H. Mead

MEMORANDUM

DATE: April 19, 2011

TO: All Developmental Disabilities Division Waiver Providers

FROM: Joe Simpson, Deputy Administrator, Developmental Disabilities Division

SUBJECT: Medication Assistance Standards Revisions posted to Division's website

REF#: 11-109-JS

All Developmental Disabilities Division (Division) home and community-based waiver providers, who assist participants with medications, are required to comply with the Medication Assistance Standards, which were effective July 1, 2009 and revised April 19, 2011. Compliance with the standards includes providers having their own policies, procedures, and documentation tools implemented in accordance to these standards in order to ensure the health and safety of waiver participants who take medications.

The Medication Assistance Policy, Procedure Standards, Training Requirements, and Division Monitoring are clarified in three documents available on the Division's website under the "Medication Assistance Information" webpage. Please review the items posted today!

DOCUMENTATION REMINDER

Any waiver provider assisting with medication shall have policies and procedures for documenting Medication used by participants, when the provider assists in any way. Providers shall use a Medication Assistance Record (MAR) which meets the Division requirements for each participant who receives assistance from the provider with medication. The MAR form ensures consistent support and assistance with medications and documents each medication taken by the participant.

The provider shall document the use of all PRN medication, which are medications given "as needed" for a participant's illness or medical condition. The Medication Assistance Standards detail the requirements for documenting all medications, PRNs, and the follow up that is needed for PRN usage.

Since the case manager is the second line monitor for medications given, they are required to follow up with providers to ensure medication records are completed, PRN usage is documented and followed up appropriately. Provider shall provide copies of MARs to case managers as requested by the case manager, so they can monitor as required. The Medication Assistance Standards document details these requirements.

QUESTIONS

For questions regarding provider requirements for Medication Assistance, contact a Division Nurse, either Paul Delap at 307-235-1182 or Dawn Wright at 307-856-9083, or contact your local Provider Support Specialist.